# Missouri State Library
# Office of the Secretary of State

# LSTA – Technology Ladder Grant Application

# Fall 2006

# Missouri Five-Year State Plan
## For the Use of
## Library Services and Technology Act (LSTA) Funds
## Fiscal Years 2003 - 2008

Definitions:

A.      A <u>public library</u> is a library established and maintained under the provisions of the library laws or other laws of the state related to libraries, primarily supported by public funds and designed to serve the general public.

B.      A public elementary school or secondary <u>school library</u> is a library controlled and operated by publicly supported elementary or secondary schools, and designated to serve faculty and students of that school.

C.      An <u>academic library</u> is a library which is controlled and operated by a two (2) or four (4) year college or university, either publicly supported or private, and which is designated primarily to serve faculty and students of that college or university.

D.      A <u>special library</u> is a library established by an organization and designed to serve the special needs of its employees or clientele.  A special library must have an appropriately trained librarian, an organized collection, a minimum of 20 hours of service per week, with some opportunity allowed for service to the public or a strong commitment to resource sharing.  They include both private libraries and publicly funded libraries, such as those serving mental health facilities, correctional institutions, and government agencies.

E.      A <u>library consortium</u> is any local, statewide, regional, interstate, or international cooperative association of library entities which provides for the systematic and effective coordination of the resources of school, public, academic, and special libraries and information centers, for improved services for the clientele of such library entities.

**Reprinted from State Plan submitted July 31, 2002**

# Technology Ladder Grant Program
**Information & Guidelines**
**Fall 2006**

## Grant Program Description
The Missouri State Library (MOSL) is offering qualified public libraries the opportunity to apply for funds for technology-related equipment.  Specifically, this application is designed to help libraries move up the technology ladder to a higher level of service.  These grant funds can be used to replace older equipment or to purchase new equipment.

## Grant Program Objectives
This grant program is intended to help eligible libraries obtain up-to-date computer equipment to meet the minimum needs of library patrons.  This can include increasing the library's computer security, improving network performance, or providing better computer services or access to electronic services to library patrons.

## Grant Priorities
- Libraries that demonstrate a specific and immediate need for equipment following a MOREnet remote vulnerability assessment, network assessment, or by failure of the library's network will be given first priority.
- Libraries that are replacing equipment no longer supported by its producer for accessing the Internet, such as computers utilizing Windows 95.
- Libraries needing sufficient computer resources to join the REAL program**.**
- Libraries seeking to provide access to electronic databases available through the public library for library patrons in a remote location including times when the library is closed.

## Please note other grant forms:
Library Enhancement Automation Grant form should be used to apply for funds to install or upgrade an automation system.

Website Makeover Grant form should be used to apply for funds to develop a library website, or to redesign the current site to meet standards.

## Eligibility
This grant is open to public libraries certified to receive state aid. Eligible libraries must demonstrate a need for computer equipment that would help the library "advance" to the next level of computer service.

## Matching Funds
All computers and servers, whether new or replacement equipment, require a 40% match.  Firewalls, switches, routers, and racks will be funded up to the amounts listed

below; no matching funds are required for these items.  Funding for other requested equipment will be determined for each application.

## Allowable and Unallowable Costs

### *Allowable expenses include, but are not limited to:*

| Item | Maximum Per Unit Cost |
|---|---|
| Desktop Computer (40% match required) | $1,400 |
| Laptop computer (40% match required) | $1,700 |
| Server (40% match required) | $4,000 |
| Firewall Device | $1,000 |
| Switch | $500 |
| Router | $500 |
| Rack | $500 |
| Other technology related equipment as approved by the State Library | To be determined |
| TOTAL – Maximum allowed per library district | $25,000 |

If you have questions as to what technological items your library should focus on, contact MOREnet at 1-800-509-6673 or techsupp@more.net.

### *Unallowable expenses include, but are not limited to:*
- Office equipment, such as copiers, printers, faxes, and telephones.
- Paying existing staff costs (i.e., using grant funds to pay for the hours a regular staff person spends on planning and implementing the project)
- Collection development acquisitions
- Vehicles
- Library furnishings, application software purchased separately, and other items that may be deemed ineligible by the Missouri State Library.

**Large Purchase Documentation:** If your grant request requires procurement of a large dollar item, then a competitive bid process may be necessary.  For items over an amount specified in your procurement guidelines (example-Missouri State Library's specified amount is $3,000), you will need to document your bid process used for the purchase.  Informal methods of requesting competitive bids are: fax bids; telephone bids; catalog comparison; or, e-mail bids.  Documentation can be in the form of a list stating names of the vendors, date of bid requests, and amount of bids.  Any questions regarding this process can be addressed to Diana Very, LSTA Grant Officer, 573-526-1256.

## Reporting Requirements
Libraries awarded a Technology Ladder Program Grant are required to submit narrative, statistical, financial and evaluative reports regarding the project.  Copies of surveys, promotional materials, brochures, evaluation results and other documents produced as part of the grant project must accompany the final narrative report.

## Grant Monitoring

According to Federal Regulations 45CFR1183.40, revised October 1, 2004, *"grantees are responsible for managing the day-to-day operations of grant and subgrant supported activities. Grantees must monitor grant and subgrant supported activities to assure compliance with applicable Federal requirements and that performance goals are being achieved. Grantee monitoring must cover each program, function, or activity."*

In an effort to comply with the Federal Regulations, Missouri State Library staff will monitor and report program performance on awarded LSTA grants. This will be accomplished by site visits, interim reports, or phone calls.

## Review of Applications

- Eligible applications are reviewed and evaluated by State Library staff.
- Staff recommendations are submitted to the State Librarian.
- The State Librarian makes recommendations to the Secretary of State.
- The Secretary of State makes the final decision.
- **To be eligible for review, grant applications must be postmarked by October 4, 2006. Only complete application forms from eligible institutions will be reviewed.**
- No grant funds may be encumbered or expended until the prescribed grant period and until the library receives the final executed grant agreement signed by the library representative, the State Librarian, and the Executive Deputy Secretary of State.

## Assurances

*Before you apply:*
Determine if your library's cash flow is adequate to meet the following terms and conditions of this grant, should it be awarded.

1. How payments are made:
   Generally, grant funds are awarded in two or more successive payments, timed to allow the grantee access to sufficient monies to carry out and complete the funded project. However, the State Library customarily withholds 30% of the grant award until completion and approval of the final report. It is the grantee's responsibility to use the grant funds to pay project expenses in a timely manner. Grantees with cash flow issues are advised to work out payment arrangements with vendors in advance, if they must wait for a final grant payment to complete all payments to a vendor(s).

2. Disbursement of funds by grantee:
   Federal regulations require the grantee to expend (disburse) all Grants payments within a reasonable time period of their receipt – generally up to 30 days. Failure to do so risks default of the grant funds to the State Library.

3. How the grant will be paid:
   - Grantees are paid 35% of the total grant amount upon completion of the final executed agreement.

- A second payment of 35% of the total grant amount is awarded upon submission and approval of the Second Interim Report and Request for Second Payment by the State Library.
- A final payment of the remaining grant amount (30% of the grant award or the actual remaining amount expended or encumbered) is disbursed upon completion of the project, following submission and approval of the Final Report and Final Request for payment by the State Library.  The Final Report and Payment Request is due no later than 30 days after completion of the project or the end of the grant period.

## Grant Program Timeline:

| | |
|---|---|
| October 4, 2006 | Applications due (postmark date) |
| January 1, 2007 | Beginning date of grant period |
| December 31, 2007 | Ending date of grant period; all funds must be encumbered. |
| January 31, 2008 | Final report due to State Library; all funds should be spent. |

## Mail completed application form to:
Diana Very, Library Consultant/LSTA Grant Coordinator
Technology Ladder
Missouri State Library
600 West Main Street, P.O. Box 387
Jefferson City MO 65102-0387

## For further information contact:
Debbie Musselman, Library Consultant Technology/Census
Missouri State Library
600 West Main Street, P.O. Box 387
Jefferson City MO 65102-0387
573-526-6734
1-800-325-0131 ext. 14
debbie.musselman@sos.mo.gov

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# CIPA COMPLIANCE

*In deciding whether to apply for any LSTA-funded grant, libraries should be aware that accepting such a grant might trigger an obligation to comply with the Federal Children's Internet Protection Act (CIPA).  Whether CIPA is triggered will depend on the specific use of the LSTA funds awarded.  If triggered, CIPA will require a grant recipient to certify that it has in place a policy of Internet safety that includes the operation of a technology protection measure (filter) with respect to any of the recipient's computers with Internet access.  The nature of the certification depends upon the type of library making application.*

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# Technology Ladder Program

Grant Application Instructions
<u>Fall 2006</u>

***Please call Diana Very, LSTA Grants Officer, 1-800-325-0131 ext. 16, if you have questions about the instructions or application forms.***

## GENERAL INSTRUCTIONS

- Use the enclosed application form. The application form is not to be changed in any way. Responses may be inputted on the Word document and then printed.
- The application will be photocopied for use by the Grant Review Committee. Fill in the library's name at the top of each sheet. The application form and instructions may be photocopied as needed.
- Part II-Program Narrative and Part III-Budget Narrative are to be typed <u>double-spaced</u> on plain sheets, with the library's name at the top of each sheet. Attach these narratives to the back of Part I application form.
- Signatures must be included or the application will be ineligible for consideration.
- Failure to give the required information may eliminate your application from consideration.
- Double-check your math in the budget portion. Proofread the proposal. Correct spelling, grammar, and typing mistakes before submission.
- Use white 8 ½ x 11" paper. Do not use binders, folders, or notebooks.

## ITEMIZED INSTRUCTIONS

## Part I

- *Project number*-Leave blank.
- *Name of library*-Give the official, legal name of the library.
- *Federal Tax I.D. # or MO Vendor # if different*—Same as Federal Employee Identification Number (FEIN) or Tax Identification Number (TIN). Make sure this is your Missouri Vendor ID number. In some cases, it is different and this is the number we must have to process your application.
- *Project Director*-Give the name of person who will oversee the project and serve as a contact for reports. Include project director's e-mail address and phone number.
- *Project Title*-Provide a brief title for your project.
- *Total population of legal service area* - Using the latest available census figures, give the population of the legal service area for all participating agencies.
- *Estimated number of adults to be served by this project*-Give a realistic estimate, based on the best and most current information available, of the number of targeted people the project will reach. The Missouri State Census Data Center Web site may be found at: *http://mcdc2.missouri.edu.*

- *LSTA funds requested*-Show the total amount of grant funds you are requesting. Round to the nearest dollar.
- *Project description*-Provide a concise description of your project, not to exceed 250 words. Include key information from each section of Part II, with emphasis on the program activities.

## Part II- Program Narrative

This is the most important part of your application. Attach additional sheets with your responses. Organize your narrative using the numbers and headings shown in the application. Type the library's name in the upper right-hand corner of each additional sheet. Add page numbers. Paperclip sheets to the application form. Do not use binders, folders, notebooks, or staples. Type and double-space.

Paperclip any support materials to the back of the application, after the signature page. Attach a letter explaining the resources provided by each partner to your project. A letter must be included for each partner.

## Part III—Budget Worksheet and Narrative

The clearly developed budget includes an **Item Description** of the planned expenditures itemized under the correct budget category. The **Basis for the Cost Estimate** should include the cost of each item multiplied by the number of items requested. The **Total Cost** columns are the final cost for the item that will be purchased with LSTA funds or local funds. The final **Total Project Cost** at the bottom will identify the project cost requested for the application. The budget narrative is a clearly defined breakdown of all costs mentioned in the budget worksheet. This should be used to explain how these items will be used in the program and their relationship to each other. For example, explain the connection of purchasing supplies to the overall program involvement or explain how a speaker's cost is broken down.

## Part IV- Certification and Signatures

*Signature of Library Director*-The application must be signed by the administrative head of the library, i.e., the library director, or other administrator, **in blue ink**.

*Signature of Library Board President*-The library board president must sign the application form, **in blue ink**. This individual must have the authority to sign legal binding agreements. A signature and date on these lines indicate that the library board understands and approves the intent of the grant and will allow the designated project director to oversee the project.

## Application Review
*A grant application rubric will be used for grant review.  These are the topics that will be used to determine if the grant application meets the criteria required for the grant to be awarded. Use this as a check to verify that you are submitting a qualified application.*

**APPLICATION REQUIREMENTS (indicate yes/no in space in front of each question)**

*For Completion by the Requesting Library*:

|   | YES | NO |   |
|---|-----|----|---|
| 1. | | | Library receives, or is eligible to receive, state aid? |
| 2. | | | Library agrees to file the statistical report form supplied annually by the State Library. |
| 3. | | | Library participates or has applied for participation in the REAL project, or has an Internet connection? |
| 4. | | | Library has funding available to provide match requirements if applicable. |
| 5. | | | Library agrees to maintain records of expenses as required by the grant and preserve records for audit? |
| 6. | | | Library provides a minimum of 20 hours of service to the community at each service point (excluding bookmobiles)? |
| 7. | | | Library has, or will develop, a written technology plan. |
| 8. | | | The library director <u>and</u> library board president have signed the application form. |
| *For Completion by the Grant Review Committee*: | | | |
| 1. | | | The application clearly shows how the equipment requested will assist the library in moving up the technology ladder to provide a higher level of service and fits into the library's technology plan. |
| 2. | | | The application provides for an efficient and effective means of installing, maintaining, upgrading and providing for future replacement of the requested items as appropriate. |
| 3. | | | If necessary, the library has identified any additional training needed to properly maintain the equipment as well as an instructional resource. |
| 4. | | | The library has a means to measure the use and effectiveness of the new equipment by staff and/or patrons. |
| 5. | | | Appropriate promotional strategies will be utilized. |
| COMMENTS by Review Committee: | | | |

# Technology Ladder Grant
APPLICATION FORM

Fall 2006

Project # _____

## YOU MUST USE THIS SHEET AS PAGE 1 OF YOUR APPLICATION!

**Part I**                                                                                           **Please type.**

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***Name of Library:*** _____

***Federal Tax I.D. # or MO Vendor # if different:*** _____

Address: _____

City: _____ County: _____ Zip code: _____

Phone: _____          Fax: _____

Library director: _____

Project director (contact person): _____

E-mail address/phone of project director: _____

**Project title:** _____

Total population of legal service area: _____

Estimated number of adults to be served by this project: _____

**LSTA funds requested:**                          $_____

Local funds to be used (optional)                  $_____

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**Project Abstract (not to exceed 250 words):**

Attach additional sheets with your descriptions of the proposed program, guided by the points below.  Please number your sections to correspond with the numbers below. Program Narrative should be 3-5 pages.

1. **Explain the need for the equipment or requested upgrades to your computer services.**
   a. What service(s) will this equipment provide? (increase security, enhance network performance, etc.)
   b. Include statistics for use and need (based on current library use and/or demands for use of the equipment).
   c. For replacement equipment, give description and ages of each piece, and source of funds for original purchase.

2. **Explain how this grant will enable the library to meet the need described above.**
   a. How did you determine that the requested equipment will meet the needs described above?
   b. Describe alternative equipment that you considered or would accept, and state why you decided this particular brand/model/type of equipment was the best solution?
   c. If the equipment requested has special components specific to your need, such as a large screen monitor for low vision users, how did you determine these were needed?
   d. Where will the equipment be located in your library?

3. **How does the requested equipment fit into the library's technology plan?**
   a. Describe the library's plan for replacing the computer equipment currently owned by the library.  How does this grant fit into the library's technology plan?  Describe and give the amounts for the library's expenditures for technology and computer equipment for the past three years.
   b. Describe the library's plan to have funds available when needed for replacement or upgrade of the requested equipment.

4. **Describe how the library plans to provide for installation and maintenance of the equipment purchased.**
   a. Does the library have staff to install the new computers and troubleshoot any problems that may arise in the installation and use of the equipment?
   b. Will the library need to hire outside technical support to connect the new computers into the library network?
   c. Does the library use a local technical support vendor regularly that they would like to use for support on this project?  If so, explain how you determined the competency of the vendor.

d. Describe the library's plan to provide for maintenance and upkeep of the requested equipment.

5. **Does the library staff need additional training to properly maintain this equipment? If so, indicate the areas of training needed. Contact MOREnet to schedule training as appropriate. Examples include, but are not limited to:**

| | |
|---|---|
| • Understanding Computer Hardware | • Upgrading and Maintaining PC's |
| • Internet Foundations | • Virus Protection Basics |
| • Basic Troubleshooting | • Maintaining Your LAN |
| • Networking 101 | |

6. **How will you measure the use of the new equipment by staff and/or patrons?**

7. **How will you inform the community of the new equipment/services, which will be available through this grant?**

## Part III: ITEMIZED BUDGET

List your budget using the following format.
- Give a description and/or specifications and separate costs for each type of item to be purchased. Specification sheets from vendors may be attached following the budget pages. Shipping charges may be included in the cost of each item.
- Local match of 40% is required for computers and servers.
- If equipment will be distributed among several locations, give locations for each piece.
- Technical support hours for equipment installation may be included.

| Item | Cost Per Unit | Quantity | Grant Funds Requested | Local Match Funds | Total Cost |
|---|---|---|---|---|---|
| *Example 1: Computer X* | *$1,000* | *10 units* | *$5,000* | *$5,000* | *$10,000* |
| *Example 2: Technical Support* | *$50/per hour* | *20 hours* | *$1,000* | *$0* | *$1,000* |
| *Example 3: Firewall Device* | *$100* | *2 units* | *$200* | *0* | *$200* |
| *TOTAL PROJECT COST* | | | *$6,200* | *$5,000* | *$11,200* |

**Narrative Budget:** Budget and Equipment Specifications
- Refer to **Large Purchase Documentation,** page 3, for procurement guidelines. Documentation of a bid process involves writing down the information gathered during research of a purchase. A **bid process** is choosing the best buy from among

at least three vendors. **Documentation** is information from different vendors through newspaper ads, quotes received by fax, website quote pages, or estimates received over the phone written on a sheet of paper. The **documentation of this process**, writing down how you made the decision to buy the equipment from the vendor, is to be part of the grant project file.

- Give brand name, model number, specifications, number requested, and cost for each piece of equipment requested.
- Applications that request funding for computers that do not meet or exceed the minimum specifications established by the Missouri Secretary of State's Office will **not** be considered for funding. Justify larger or flat-screen monitors and extra large hard drives.
- Attach copies of catalog pages or quote sheets from vendors, if available. Circle or highlight the items or prices you are specifying in your application.
- If your library wants outside technical support, describe your plan for using the support. How will the technical support staff person's time be used? How much time will be needed?
- List any upgrades you are asking for. For instance, if you are purchasing memory, state how much you are buying and for how many computers.

### Computer Minimum Specifications

| |
|---|
| Desktop PC: Minimum specifications:<br>Pentium 4 processor;<br>1 GB SDRAM;<br>40 GB Hard drive;<br>19" conventional or flat panel monitor;<br>CD-Rom/DVD-Rom drive (networked) |
| Laptop PC: Minimum specifications:<br>Pentium 4 processor;<br>1 GB MB SDRAM;<br>30 GB Hard drive;<br>CD-Rom/DVD-Rom drive; (networkable and wireless capable) |
| Lab Server: Minimum specifications:<br>Pentium 4 processor;<br>2 GB SDRAM;<br>80 GB hard drive;<br>19 inch monitor;<br>Rewritable CD-Rom/DVD-Rom drive. |

All computers purchased with LSTA grant funds must meet these minimum specifications established by the Missouri Secretary of State's Office.

**ATTENTION: You must use <u>Cover Page, Budget Worksheet, and Certifications and Signatures</u> for your application. Program Narrative and Budget Narrative should be submitted on white paper, single sided, double-spaced. Please number the narrative pages. This page must be the last page of your application.**

Signatures of both the Library Director and the Library Board President are required, or the application will not be considered.

*We are aware of, and agree to comply with, all state and federal provisions and assurances required under this grant program. If awarded grant funds, we assure that we will carry out the grant project according to the approved grant proposal. This application has been authorized by the appropriate authorities of the applying library. By signing this application, the Library Board acknowledges compliance with and agreement to all eligibility requirements.*

_____          _____
Printed name of Library director                              Printed name of Library Board President


_____          _____
Signature, Library Director                                      Signature, Library Board President


_____          _____
Date                                                                    Date


**Mail completed applications to:**

Diana Very, LSTA Grants Officer
Missouri State Library
600 West Main Street, P.O. Box 387
Jefferson City MO 65102-0387

**Application must be postmarked by: October 4, 2006**

| For State Library use only: |
|---|
| _____Approved    _____ Not approved    $_____Amount Awarded |